

REQUISITION NO: 00C02822874
 POSITION NO: 202590
 POSITION TITLE: _____

POSITION TITLE:		Accounting Technician (Cashier's)			
DEPARTMENT NAME / WORKSITE:		OOC/Cashier's-Administration Building #1, Window Rock, AZ			
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>BQ58A</u>
WORK HOURS:	<u>8 am - 5 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>27,519.84</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>13.18</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

Under general supervisor, performs routine accounting, processing, receipt, and disbursement of Navajo Nation funds according to Generally Accepted Accounting Principles; performs related work as assigned. **Communication skills:** Communicate has been a huge key within Cashier's Section and co-workers have strived to improved. Share all important new information. Uses sound statistical methods to forecast accuracy, need to produce tangible, positive impact in the works area. Need to work on encourage administrative efficiency and effectiveness, prevent unproductive responses. Provide excellent customer services to all NN employees, vendors, NN department/programs and the public. **Receives, verifies and signature stamps all checks;** requires 2 authorized signatures for checks above \$5,000.00; sort checks according to FMIS handling codes, prepares for mailing and distribution; disburse checks including payroll, general funds, initial grants, general assistance, foster care, tracks misfiled checks. Daily deposit recapitulation and maintains record of all revenues by recording total deposit amount; print out Programs daily transaction records, verifies all cash/credit card counts, maintain record on recap sheets of grand total; verifies Business Unit numbers and errors; reconciles cash boxes against Cashier's Bank Journal Report; prepares deposit and batch, upon verification by higher level staff. **Verifies all cash negotiable items** (read fine print-validation date) collected from department/programs, record check number and other dollar amount into FMIS AR module produce a receipt; respond to incoming calls and assist vendors, department/programs; provides clearance signature on Personal Action Forms (PAF) for NN employees. Works with Wells Fargo Commercial Electronic Office Portal to record NN department positive pay daily and weekly check/ACH for fraud risk management. Perform other duties as being delegated to co-workers of authority for cover daily operation. Perform other as assigned by the Accounting Manager and Controller. Perform the duty if transporting the daily deposits to Wells Fargo using the tribal vehicle as needed.

- A high school diploma/GED; and three (3) years of bookkeeping or accounting experience; or an equivalent combination of education and experience.

- A favorable background investigation.
- Possess a valid state driver's license. Incumbents must obtain a valid Navajo Nation Vehicle Operators' Permit within 90 days of date of hire

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

- Knowledge of Navajo Nation Procurement processes and procedures
- Knowledge of Generally Accepted Accounting Principles
- Knowledge of general office practice and procedure, customer service and public relationship practices
- Knowledge of compute accounting hardware, software and peripherals
- Knowledge of approved vendor accounts
- Skill in accurately maintaining and updating database files/records
- Skill in accurately, timely processing purchase requisitions, invoices and contracts
- Skill in accurately, timely completing disbursement, deposits and reconciliation
- Skill in accurately maintaining, tracking, receipting inventory debits and credits
- Skill in utilizing techniques when responding to request inquires to complaints
- Skill in the use of personal computes
- Skill in communicating effectively both orally and in writing.
- Ability to perform mathematical calculations rapidly and accurately
- Ability to establish and maintain effective working relationships
- Skill in operating to run tapes on all checks

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

Work requires extended periods of standing/walking to disburse checks in an office environment.

Revised: 03.05.18